

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Contractor Name]
[Company Name]
[Company Address]

RE: Clarification Request for Invoice #[Invoice Number] - Project at [Property Address]

Dear [Contact Person Name],

I am writing to acknowledge receipt of the final invoice dated [Date] for the roofing project completed at [Property Address].

Before I issue the final payment, I would like to request clarification on the following items listed in the invoice:

- **[Item Name/Line Number]:** The amount listed is higher than the original estimate of [Original Price]. Please provide an explanation for this price difference.
- **[Item Name/Line Number]:** I am unclear as to what materials or services this specific charge covers. Please provide a detailed description.
- **[Missing Credits/Payments]:** My records show a deposit payment of [Amount] made on [Date] that does not appear to be deducted from the final balance.

To ensure my records are accurate, please provide any supporting documentation, such as receipts for additional materials or change order forms signed during the process.

I would like to settle this account promptly. Once I have received and reviewed the requested information, I will process the final payment. You can send the updated invoice or explanations to [Your Email Address].

Thank you for your prompt attention to this matter and for the work completed on my roof.

Sincerely,

[Your Signature]

[Your Printed Name]